

Event Planner



This Book Belongs To

Event Overview

Event Name:		Date:	
Event Name:		Date:	
Event Theme:		Start Time:	
Dress Code:		Duration:	
No.of Guests:		Budget:	
Venue:		Contact:	
Address:		Email:	

[illegible][illegible]

Event Plan

Event Name:

Date:

Food

Entertainments

Dinner Plan

Music

Appetizer:

☐ Live Band ☐ DJ ☐ Playlist

Main Course:

Entertainments & Games

Side Dish(es):

Dessert:

Snacks

Décor & Tools

Drinks

Notes

Event Schedule

Event Name:

Date:

5.00 AM	
6.00 AM	
7.00 AM	
8.00 AM	
9.00 AM	
10.00 AM	
11.00 AM	
12.00 PM	
1.00 PM	
2.00 PM	
3.00 PM	
4.00 PM	
5.00 PM	
6.00 PM	
7.00 PM	
8.00 PM	
9.00 PM	
10.00 PM	
11.00 PM	
12.00 PM	

Venue Information

Event Name:		Date:	
Information		Venue 2	Venue 3
General information			
Name			
Address			
Contact			
Website			
Capacity			
Cost			
Décor/Style			
Facilities			
Indoor/Outdoor			
Catering			
Bathroom(s)			
Dressing Room(s)			
Tables			
Chairs			
Layout			
Disability Access			
Car Parking			
Other			
Other			
Other			
Payment			
Rental Deposit			
Payment Type			
Deposit			
Deposit Deadline			
Additional Fees			
Other			

Event Checklist

Event Name:**Date:**[illegible]

Pre Event Checklist

One Month Before	One Week Before
	
	
	
	
	
	
	
	
	
	

Two To Five Days Before	One Day Before
	
	
	
	
	
	
	
	
	
	

Event Checklist

	
	
	
	
	
	
	
	
	
	

	
	
	
	
	
	
	
	
	
	

Shopping List

[illegible]

Guest List

Event Name:**Date:**[illegible]

Special Guest Demand

[illegible]

Contact List

Event Name:

Date:

[illegible]

Event Contacts

Event Name:		Date:	
Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Company:		Cuisine:	
Cost Estimate:		Phone:	
Opening Hours:		Email:	
Notes:			

Catering Companies

[illegible]

Seating Plan

Event Name:

Date:

#Table

Position

#Table

Position

#Table

Position

#Table

Position

Invitation Card Ideas

Invite 1

Invite 2

Invite 3

Invite Ideas

--

--

--

--

--

--

--

--

--

--

--

--

Floor Plan

Event Name:

Date:

Notes

Floor Planning

Event Budget

Event Name:			
Entertainment	Budget	Actual	+/-
Total			
Catering	Budget	Actual	+/-
Total			
Other	Budget	Actual	+/-
Total			

Date:			
Venue	Budget	Actual	+/-
Total			
Décor & Tools	Budget	Actual	+/-
Total			
Budget Summary	Budget	Actual	+/-
Venue			
Décor & Tools			
Catering			
Entertainment			
Other			
Total			
Notes			

Products List

Event Name:**Date:**[illegible]

Purchased Products

Event Name:**Date:**[illegible]

Payment Checklist

Event Name:**Date:**[illegible]

Expenses Tracker

Event Name:**Date:**[illegible]

Gift Planner

Event Name:**Date:**[illegible]

Thank you Card

Event Name:**Date:**[illegible]

Event Notes

A large, light gray rectangular area with rounded corners, intended for writing event notes. It occupies the majority of the page below the title.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.